



Freeland Pre-school

Freeland Partnership Foundation Stage Unit,
Freeland CE Primary School, Parklands, Freeland, Witney, OX29 8HX

Tel: 01993 882945

Email: freelandpg@hotmail.co.uk

Web site: www.freelandpreschool.org

Freeland Pre-school is a Registered Charity [No: 1015592]

Online safety, including mobile phones and cameras

Safeguarding and Welfare Requirement: Child Protection

The safeguarding policy and procedures must include an explanation of the action to be taken in the event of an allegation being made against a member of staff, and cover the use of mobile phones and cameras in the setting.

Policy statement

We take steps to ensure that there are effective procedures in place to protect children, young people and vulnerable adults from the unacceptable use of Information Communication Technology (ICT) equipment or exposure to inappropriate materials in the setting.

Procedures

- Our designated person responsible for co-ordinating action taken to protect children is:

Jessica Williams

Information Communication Technology (ICT) equipment

- Only ICT equipment belonging to the setting is used by staff and children.
- The designated person is responsible for ensuring all ICT equipment is safe and fit for purpose.
- All computers have virus protection installed.
- The designated person ensures that safety settings are set to ensure that inappropriate material cannot be accessed.

Internet access

- Children do not normally have access to the internet and never have unsupervised access.
- If staff access the internet with children for the purposes of promoting their learning, written permission is gained from parents who are shown this policy.
- The designated person has overall responsibility for ensuring that children and young people are safeguarded and risk assessments in relation to online safety are completed.
- Children are fully supervised at all times when using the internet and a staff member will have complete control over any online activity.
- If a second hand computer is purchased or donated to the setting, the designated person will ensure that no inappropriate material is stored on it before children use it.
- All computers for use by children are located in an area clearly visible to staff.

- Children and staff are not allowed to access social networking sites on Pre-school ICT equipment.
- Staff report any suspicious or offensive material, including material which may incite racism, bullying or discrimination to the Internet Watch Foundation at www.iwf.org.uk.
- Suspicions that an adult is attempting to make inappropriate contact with a child on-line is reported to the National Crime Agency's Child Exploitation and Online Protection Centre at www.ceop.police.uk.
- The designated person ensures staff have access to age-appropriate resources to enable them to assist children to use the internet safely.
- If staff become aware that a child is the victim of cyber-bullying, they discuss this with their parents and refer them to sources of help, such as the NSPCC on 0808 800 5000 or www.nspcc.org.uk, or Childline on 0800 1111 or www.childline.org.uk.

Email

- Children are not permitted to use email in the setting.
- Staff do not access personal or work email whilst supervising children.

Social media

- Staff should not accept service users, children and parents as friends due to it being a breach of expected professional conduct.
- Under no circumstances should staff name the organisation or workplace in any social media. Failure to comply with this may result in disciplinary action.
- Staff observe confidentiality and refrain from discussing any issues relating to work.
- Staff should not share information they would not want children, parents or colleagues to view.
- Staff should report any concerns or breaches to the designated person in their setting.
- Staff avoid personal communication, including on social networking sites, with the children and parents with whom they act in a professional capacity. If a practitioner and family are friendly prior to the child coming into the setting, this information is shared with the manager prior to a child attending and a risk assessment and agreement in relation to boundaries is agreed.

Use and/or distribution of inappropriate images

- Staff are aware that it is an offence to distribute indecent images. In the event of a concern that a colleague or other person is behaving inappropriately, the Safeguarding Children and Child Protection policy, in relation to allegations against staff and/or responding to suspicions of abuse, is followed.
- Staff are aware that grooming children and young people on line is an offence in its own right and concerns about a colleague's or others' behaviour are reported (as above).

Mobile Phone and Cameras

To ensure the safety and welfare of the children in our care, as well as staff attentiveness during their working hours, we operate a personal mobile phone usage policy.

We take steps to ensure that there are effective procedures in place to protect children from the unacceptable use of mobile phones and cameras in the setting. It is our intention to provide an environment in which children, parents and staff are safe from images being recorded and used inappropriately.

Procedures

Mobile Phones and other Mobile Devices

- Children do not bring mobile phones or other ICT devices with them to the setting. If a child is found to have a mobile phone or ICT device with them, this is removed and stored in the office until the parent collects them at the end of the session.
- Staff bringing personal devices into pre-school must ensure there is no inappropriate or illegal content on the device.
- All staff must ensure that their mobile devices are left either inside their bag in the kitchen or in their tray in the office throughout contact time with children.
- In a personal emergency situation staff members are free to use the setting's phone to make or receive a personal call from their mobile in the designated staff area of the setting. Authorisation should be sought from the Manager or Deputy Manager prior to making or receiving the call.
- If any staff member has a family emergency or similar and feel they need to keep their mobile phone to hand, prior permission must be sought from the Manager or Deputy Manager.
- In all other circumstances mobile phone calls must only be made or taken in the designated areas: the kitchen or office.
- Staff members must ensure that pre-school holds up-to-date next of kin contact information and that their families, children's schools etc. are aware of the pre-school telephone number in case they need to be contacted in an emergency.
- All parents and visitors are requested not to use their mobile phones whilst on the premises. In exceptional circumstances visitors will be advised of the designated areas where they can use their mobile phone away from the children.
- For group outings, including Forest School, the Lead Practitioner will take their mobile phone. This is only to be used in an emergency to contact emergency services, pre-school, the school or parents. No photos will be taken with mobile phones, only the pre-school camera will be used. Staff personal phones should not be used to make or receive personal calls as this will distract them.
- Members of staff or volunteers will not use their personal mobile phones for taking photographs of children on outings.
- It is the responsibility of all members of staff to remain vigilant and report any concerns about the use of mobile devices to the Manager or Deputy Manager.
- All concerns will be taken seriously, logged and investigated appropriately.

- The Manager, or Deputy Manager in her absence, reserves the right to check the image contents of a member of staff's mobile phone should there be any cause for concern over the appropriate use of it.
- Should inappropriate material be found on a member of staff's phone then our Local Authority Designated Officer (LADO) will be contacted immediately. We will follow the guidance of the LADO as to the appropriate measures to be taken in relation to the member of staff. Pre-school's disciplinary process will be followed which could ultimately result in the member of staff's dismissal.

Cameras

Photographs taken for the purpose of recording a child, or group of children, participating in activities or celebrating their achievements is an effective form of recording children's progression in the Early Years Foundation Stage. Photographs and recordings of children are only taken for valid reasons, with written permission received by parents (see registration form). However, it is essential that photographs are taken and stored appropriately to safeguard the children in our care.

- Only the designated pre-school cameras are to be used to take any photo within the setting or on outings.
- Images taken on these cameras must be deemed suitable without putting the child/children in any compromising positions that could cause embarrassment or distress.
- The camera must be returned to the setting's office at the end of the session and stored safely.
- Images taken and stored on the camera must be downloaded as soon as possible, ideally once a week on-site.
- Photographs should then be distributed to members of staff (keyworkers) to record in children's profiles.
- At pre-school group events parents are requested to only take photos of their child/children and not to publish them on social networking sites. If the pre-school has a request from any parent for photographs not to be taken, the pre-school will respect this decision and advise parents accordingly.
- If photographs of children are used for publicity purposes, parental consent must be given and safeguarding risks minimised, for example, ensuring children cannot be identified by name or through being photographed in a sweatshirt with the name of their setting on it.
- Under no circumstances must cameras of any kind be taken into the toilet area without the prior permission of the Manager and without a further adult in attendance. The camera must be held in a prominent position where it can be seen when photographs are being taken.
- Failure to adhere to the contents of this policy will lead to disciplinary procedures being followed.

Further guidance

- NSPCC and CEOP *Keeping Children Safe Online* training: www.nspcc.org.uk/what-you-can-do/get-expert-training/keeping-children-safe-online-course/

Other useful Pre-school Learning Alliance publications

Safeguarding Children (2013)

Employee Handbook (2012)